

MINUTES OF FLORENCE TOWN COUNCIL SPECIAL MEETING AND COUNCIL RETREAT HELD ON MONDAY, NOVEMBER 9, 2009 AT 5:30 P.M. IN THE CHAMBERS OF TOWN HALL, LOCATED AT 775 N. MAIN STREET, FLORENCE, ARIZONA.

CALL TO ORDER

Mayor Kilvinger called the meeting to order at 5:31 p.m.

ROLL CALL

Present: Kilvinger, Smith, Woolridge, Celaya, Raasch, Hawkins, Brown

PLEDGE OF ALLEGIANCE

Jess Knudson, Assistant to the Town Manager, led the Pledge of Allegiance.

NEW BUSINESS

Discussion/Approval/Disapproval of submitting a recommendation of approval to the Arizona Department of Liquor Licenses and Control with regards to the Pinal County Mounted Posse's Application for Special Event License to host the Rodeo Queen Coronation Ball, November 14-15, 2009 at the Kokopelli Moon Saloon, 225 N. Main Street, Florence, Arizona.

Ms. Lisa Garcia, Town Clerk, stated that the special event liquor license was submitted to the Town of Florence on October 29, 2009, by the Mounted Sheriff's Posse/Matt Ritter for the Rodeo Queen Coronation Ball on November 14 -15, 2009.

On motion of Councilmember Hawkins, seconded by Councilmember Celaya and carried to submit a recommendation of approval to the Arizona Department of Liquor Licenses and Control with regards to the Pinal County Mounted Posse's Application for Special Event License to host the Rodeo Queen Coronation Ball, November 14-15, 2009, at the Kokopelli Moon Saloon, 225 N. Main Street, Florence, Arizona.

RETREAT

San Tan Valley

Mr. Himanshu Patel, Town Manager, discussed the following:

- History of area – It started in the early 1990's with Johnson Ranch and other communities that developed along the Hunt Highway corridor (northwestern area) into Maricopa County.
- Name started as Bella Vista; an informal poll was done and the name was changed to San Tan Valley.
- Incorporation
 - o Explained basic requirements and criteria needed for incorporation
 - o Approvals that will be needed for incorporation and which communities would need to provide resolution of support
 - Florence

- Queen Creek
- Mesa
- Apache Junction
- Possibly Gilbert and Coolidge
- Pinal County Board of Supervisors does not have jurisdiction to take action upon petition for incorporation unless each city or town within the vicinity has passed a resolution approving the proposed incorporation.
- Methods of incorporation
 - Petition without election - Requires 2/3 of electors' signatures from those who reside within the boundary and are registered to vote
 - Petition with election – Requires 10% of electors' signatures from those who reside within boundary and are registered to vote. If 10% is met the County Board of Supervisors must call for an election.
- Incorporation pros and cons
 - Community can express itself, address its problems and supply necessary services to the area
 - Will receive state revenues
 - Has control of level of service provided to residents
 - Is able to plan for future growth
 - Taxes may increase
 - Incorporation may be unnecessary because the needs are limited in scope.
- Defined boundaries
- How incorporation affects state shared revenue, explained each of the taxes, and explained when San Tan Valley would receive funds once incorporated.
- Explained how the new tax distribution would affect Florence
- Proposed calendar of events regarding San Tan Valley incorporating

Councilmember Hawkins stated that he would like feedback from the residents who live in the area that may be incorporated and asked for a presentation from the residents.

Mayor Kilvinger stated that there were two people who asked to present to the Council but were unable to attend the retreat.

Councilmember Raasch stated that Supervisor Martin addressed many of the cons regarding incorporation to the residents.

Mr. Patel stated that in 2005, the San Tan Foothills area was to be incorporated; however, many areas did not want to be in a municipality and those areas were not included in this possible incorporation.

Discussion occurred on the attempt to incorporate the San Tan foothills in 2005.

Councilmember Brown stated that a problem is that the name San Tan Valley was put forth with just a few members voting for the name. She stated that many of the residents weren't allowed to vote and aren't happy with the way the name was decided

or how Supervisor Martin is pressuring for the annexation. She stated that he may be stepping outside of his responsibilities.

Vice-Mayor Smith stated that there will be much discussion on the pros and cons of incorporation; however, at this point it is merely preliminary discussion.

Councilmember Celaya stated that the Town must listen to the concerns of Florence's citizens and act in their best interest.

After School/Intersession Program

Mr. Patel stated that the Town offers After School and Intersession programs. He explained each of the programs briefly and stated that no licensing is involved.

Mr. Patel stated that the Boys and Girls Club has showed interest in starting a club in Florence and offered similar services to the Town; as has the YMCA. The Town began reviewing the programs in July 2009 at the request of the Council because it wanted to provide the best and most affordable programming for the After School – Intersession Programs to its citizens. A fee and program study was done by comparing the Boys and Girls Club of Casa Grande Valley, Copper Basin YMCA, and Florence Parks and Recreation Department. Services and fees were compared for each of the organizations.

Mr. Patel stated that the comparison was done according to semester fees (eighty-nine days/semester), monthly fees, daily fees and hourly fees (which account for 3.5 hours after school). There are two semesters, one starts in July and ends in December, and the other starts in January and ends in May. Intersession occurs in the spring, summer (1 ½ months), fall (2 weeks), and winter (6 weeks). He discussed the strengths and weaknesses of each of organization as well as the rates. Mr. Patel noted that Florence has the lowest rates; however, a major issue is cost recovery and a higher level of service is needed if Florence recruits more students. He said the YMCA and Boys and Girls Club need strong support from the community, a location and a funding plan. He discussed State programs and explained how subsidies can be paid for to the organizations which are licensed.

Discussion occurred on the Boys and Girls Club, its fees, the possibility of subsidies from the Town of Florence, other fund raising efforts, and the types of service/programs that the club can offer.

Discussion occurred on the YMCA and the programs/curriculums that are offered at the schools and at their facility. Mr. Patel said those enrolled in the YMCA at the schools do not receive government subsidies. The Copper Basin facility was built on HOA property and the HOA has an agreement with the YMCA to act as a community center for the Copper Basin subdivision. The HOA fees that are generated help to offset the costs. Discussion occurred on their rates.

Mr. Patel stated that locations of either facility (Boys and Girls Club and YMCA) have not been determined. They have offered to take over the After-School Program and Intersession Program at the same location where the programs are currently being offered. He said that as the organization develops local governance, they would eventually plan for a facility.

Mr. Patel said it is important to partner with other entities to plan for a community center.

Councilmember Brown asked if the Town would consider subsidizing a program such as the Boys and Girl Club if they came to the Town.

Mr. Patel said that it is important that in the first year some type of funding be provided in order for the program to be successful and to get the program established. He said that both organizations seem excited to participate in the Town.

Councilmember Brown asked about government subsidies and if they would assist with the Town's portion of funding.

Mr. Patel explained the government subsidies can only be used for organizations that are licensed. He said both organizations will be invited to present to the Council and added that the school is a great supporter.

Discussion occurred on the difference in fees for residents and non-residents.

Cotton Express

Mr. Jess Knudson, Assistant to the Town Manager, explained what has transpired since the joint Council meeting, which include:

- Florence and Coolidge have met several times to identify routes and budget figures
- Florence and Coolidge have met with ADOT and analyzed routes and future operations
- Florence and Coolidge are working on drafting an IGA that will identify Florence's fiscal responsibility and Coolidge's operational responsibility

Mr. Knudson stated three routes have been identified for the first year. He identified the stops on each of the routes and said that changes can be made.

The routes are:

- Downtown Loop
- Regional connection between Florence and Coolidge – the cost is evenly shared with Coolidge
- Dial-a-Ride service for all Florence residents who are 55 years or older or are disabled.

Mr. Knudson stated that the Dial-A-Ride service times will be from 7:00 am to 5:00 pm Monday to Friday. Request for service can be made on the same day. The bus would

pick up passengers at the door and deliver them to their destination. He said there will be two buses. He said the transit center is located behind the Police Department in Coolidge.

Vice-Mayor Smith asked if the bus would go the Anthem hospital.

Mr. Knudson stated that the Anthem Hospital isn't a stop on the route, but as soon as the hospital is built, it will be included on the route. The hospital in the Florence core is included on the route.

Councilmember Brown stated that ADOT was not in agreement with Anthem Loop.

Mr. Knudson stated that the Anthem Loop would have connected Anthem, Florence Gardens area, and the core. He discussed the pros and cons to the Anthem Loop Route. He said that the route would be very long, 27 miles or 60 minutes. The ridership is expected to be very low. He said that buses running with little or no occupancy cause a negative perception of the bus service. He added that the majority of Florence Gardens area residents are seasonal and would not utilize the route all year. He said the Anthem route can be considered at a later time, such as when the hospital is built. He said the program will run on a federal fiscal year (October – September). He said that there will be a cost savings if the Anthem Loop is omitted.

Mr. Knudson stated that the total cost to the Town of Florence is \$189,000; should the Anthem Loop be omitted, the cost would be \$140,000. He said the Town receives \$35,000 from LTAF II that can be used for the program.

Discussion occurred on the budget summary, personnel, and the time line.

Mr. Knudson discussed the following:

- Service would begin in October 2010, if approved by Council
- The name Cotton Express will remain
- Coolidge will handle the operations
- Florence will provide input, recommendations, and money
- Coolidge will retain ownership of all the buses; Florence will pay a monthly fee for the use of buses (lease)
- Long-term goal is to establish a Regional Trust Authority.

Councilmember Brown has asked if a survey has been done to determine interest in services.

Mr. Knudson stated a written survey has not been done nor have comments been solicited. Comparisons with Coolidge were done.

Communication Master Plan

Mr. Knudson stated the Town Council approved a grant application and was awarded a grant to take a look at the public safety communications and how Police and Fire operate, and how they communicate amongst themselves and with Dispatch. He said Federal Engineering was hired by the Town of Florence to conduct two studies. He gave a brief overview of Federal Engineering's credentials. He said Federal Engineering studies include:

- Needs Assessment – described existing technology, operations, and sites.
- Alternative Solutions – identified operational and technological improvements needed to upgrade the system.

Mr. Knudson described the Federal Engineering's study process. He said they:

- Provided questionnaire survey forms to gather information
- Interviewed staff (Police, Fire, Public Works, IT and Town Clerk's Office)
- Toured radio facilities and the Florence area
- Reviewed previous reports, FCC licenses and survey forms

Mr. Knudson said that Town staff reviewed drafts of the studies before they were finalized to ensure accuracy and relevant information. He stated the deficiencies noted include:

- Portable radio coverage in Anthem is insufficient for Fire and Police
- Not enough channels in place to provide tactical channels to Fire and Police
- Paging system for Fire is inefficient
- Dispatchers need more Police and Fire training
- Channels do not meet FCC 2013 requirement

Mr. Knudson stated Federal Engineering's recommended solutions include 6 alternatives. They met with Florence personnel, and their opinion coincides with Federal Engineering's recommendations. He said Alternative 5, P25 narrowband expanded radio coverage with additional capacity - \$532,700, would best fix the existing deficiencies. He said an additional improvement will include a new tower to be placed at the new Fire substation that is planned for in the next three years. The tower can be built prior to the substation. The preliminary estimated cost to the Town (depending on size) is estimated at \$150,000-\$200,000.

Discussion occurred on the type and size of tower needed. Mr. Knudson said the tower would be a minimum of 100 feet or larger.

Councilmember Celaya asked if the Town is able to "piggyback" on the school's tower.

Mr. Knudson stated that the Town has approached Trillion, the name of the tower company, as well as the school district and have had zero success with Trillion's cooperation on the Town locating equipment on the tower.

Councilmember Brown asked if the communications would help with the hospital communications.

Mr. Knudson said that the hospital has its own equipment for communications. He said that Anthem is the ideal area for a tower.

Councilmember Hawkins inquired if F Mountain were an option for the tower.

Vice-Mayor Smith stated that it is federal land and it is prohibited to place a tower on their property.

Mr. Knudson discussed implementation. He said that it will be expensive; however, there are grant opportunities that the Town will aggressively pursue for implementation of recommended solutions. He said general fund dollars may be needed for grant match or if grants are not available.

Councilmember Brown inquired about additional training for dispatchers.

Mr. Knudson stated that Chief Carbajal has been providing training to the 911 dispatchers. He stated that Town staff recommends the use of a professional consultant to assist with implementation due to the complexity of the project.

Procedures for New Policies

Mr. Knudson stated that the Policy Committee is comprised of Jess Knudson, Lisa Garcia, Jeanette Grady, and Katherine Kaiser. The Committee was formed to look at the existing Town policies. Some of the items that the Committee looked at include:

- Who adopts the policy – Council or Manager
- How are policies made available to employees

Mr. Knudson stated that the Committee noticed some opportunities to enhance the system. He said the Committee has worked hard researching existing deficiencies and identifying solutions for improvements.

Mr. Knudson stated the goals of the Committee include:

- Create a library for all Town-wide policies so that they are consistent in design and easily available to all Town employees
- Create a policy that identifies the adoption authority for all Town-wide policies
 - o Town Council Authority
 - o Town Manager Authority
- Create a process to review all Town-wide policies to assure policies are consistent in format and do not contradict one another.

Mr. Knudson discussed the Council or Manager adoption policy. He stated that the new policy will outline Council and Town Manager authority.

Mr. Knudson stated that the Council will adopt policies that are:

- Legislative in nature
- Define the responsibilities of the Town Manager

- At the request of a superior government agency
- At the request of the Town Council (by resolution)
- Referred by the Town Manager to the Town Council

Mr. Knudson stated that the Town Manager will adopt policies that are:

- Administrative in nature
- Guide the day-to-day operations of the organization

Mr. Knudson stated that the Committee will take the responsibility for how the policies are formulated and to ensure consistency. He said the department will be responsible to prepare a draft for review. The Committee and Management Team will review the policy. The policy will then be forwarded to the Town Manager or Town Council for adoption. The finalized policy will be made available through a Policy Library.

Mr. Knudson went over the benefits. They include:

- Organized and updated policies easily available to all Town employees through the creation of a policy library
- No confusion with old policies
- Policies are consistent in their appearance, making it easy for employees and elected officials to understand

Ms. Lisa Garcia, Town Clerk, gave a brief overview of the Policy Log and explained that there are 183 policies. She said the Committee reviewed each policy and determined which were still in effect, which were no longer being implemented, and which were updated. Ms. Garcia said the Committee noticed there were policies that were adopted by Council and later adopted by the Town Manager, causing confusion because the policy was adopted legislatively and administratively. She noted that Council has adopted policies by both motion and resolution, and in the future would like to see policies adopted only by resolution. Ms. Garcia explained the various policies that are listed on the Policy Log, how they were adopted, and what actions are necessary to update the log to reflect what is current.

Ms. Garcia briefly explained the Policy Library and how to search policies.

Councilmember Celaya asked if the Policy Library would be placed on the website.

Ms. Garcia stated that it is a possibility to place it on the website. She said many communities contact Florence for sample policies and it would help ease staff's time if the information were available on the website where the public would be able to research it themselves.

Mr. Knudson added that it can also be placed on the Town's intranet.

Revised Council Action Form

Ms. Garcia stated Council had received both the existing Request for Council Action Form (RCA) as well as the proposed new form on the first agenda item. Both forms contain the same information, with the only difference being the format. She explained in detail each of the sections of the proposed form, noting that the form contains more information. She said that the alternative section has been omitted from the proposed form. Ms. Garcia said that it is difficult to place pictures/maps in the existing form and is much easier on the proposed form. Staff will begin using the new form in January, 2010.

2010 Election Update

Ms. Garcia discussed the following for the 2010 Elections:

- Registered voters totals from 2000 to 2008
- Registered voters went from 3895 in August 2009 to 3984 currently
 - o Increase in registered voters = increase in cost associated with elections
 - o Will monitor number of registered voters for cost tracking purposes only
- Joint meeting with Pinal County Recorder and Elections Director on November 12, 2009 to discuss the following:
 - o Responsibilities of each office
 - o Issues that may need to be addressed
 - o Ensure the success of the election through continuity of operations
- Ballot Measures
 - o Proposition 400 – Alternative Expenditure/Home Rule Option
 - o Question 1 – 2020 General Plan
 - o Question 2 – Southwest Gas Franchise Agreement
- 3 Council Seats
 - o Candidates will be educated on the following:
 - Ballot Measures
 - Open Meeting Law/Rules of Order
 - Town Departmental Review similar to Leadership Academy 101
 - Will be issued Council packets
 - Be invited to all public meetings
- Forums
 - o Clerk's Office to assist in scheduling dates, locations, and finding a member of the community to be responsible for the candidate portion of the forum
- Town staff to manage education component
- Seek service group to organize candidate portion of forum.

Councilmember Brown stated that the presentation by staff at the beginning is very good and disassociating staff in the latter portion is wise.

Ms. Garcia stated that 12 individuals have picked up candidate packets and five are currently eligible to circulate petitions and no one has filed to date. She said December 9, 2009 is the deadline for submitting candidate packets.

Ms. Garcia discussed the process for signatures. She said signatures on all returned ballots are verified. The Records office stated that signature cards should be updated every five years because signatures change. A press release was done reminding citizens to verify signatures, and physical and mailing addresses. She said new voter registration forms should be filed by anyone needing to update or change voter registration information.

Ms. Garcia discussed use of signs. She said:

- All signs are to be placed on private property, not in the right-of-way
- Permission must be obtained from the property owners
- Signs must not obstruct traffic vision and conform to our vision triangle code
- Signs shall not be placed earlier than 60 days prior to an election and must be removed within 10 days after election

Vice-Mayor Smith asked when the ballots will be mailed out.

Ms. Garcia said that March 9, 2010 is the election date and ballots will be mailed out in the beginning of February, 2010, approximately 28 days prior to the election date.

Discussion occurred regarding signage as per the Town Code.

Mr. James Mannato, Town Attorney, stated that the Town is obligated to adhere to the Town Code. The Town Code will need to be changed should they elect to change how long they want the candidate signs to be posted.

Mayor Kilvinger expressed interest in attending the November 12, 2009 meeting with the Pinal County Recorder and the Elections Director. She said that there may be other Council members who may be interested in attending as well.

CALL TO THE PUBLIC/COUNCIL RESPONSE: Call to the Public for Public Comment on issues within the jurisdiction of the Town Council. Council rules limit public comment to three minutes. Individual Council Members may respond to criticism made by those commenting, may ask staff to review a matter raised or may ask that a matter be put on a future agenda. However, members of Council shall not discuss or take action on any matter during an open call to the public unless the matters are properly noticed for discussion and legal action.

There were no public comments.

CALL TO THE COUNCIL

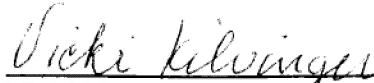
Vice-Mayor Smith reminded everyone about the upcoming Jr. Parada.

Councilmember Celaya complimented the Parks and Recreation Department for doing such a great job with the Haunted House.

Mayor Kilvinger thanked all the staff for the great presentations. She said the Reading Program was a great success as well as the Halloween events. She reminded everyone of the Queen's Dinner hosted by the Posse to be held on November 14, 2009. She said there is a ribbon cutting for the western store and the VFW is providing a free meal. She thanked everyone for attending.

ADJOURNMENT

Mayor Kilvinger adjourned the meeting at 8:00 p.m.



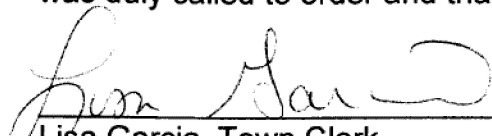
Vicki Kilvinger, Mayor

ATTEST:



Lisa Garcia, Town Clerk

I certify that the following is a true and correct copy of the minutes of the Florence Town Council Special Meeting and Retreat held on November 9, 2009, and that the meeting was duly called to order and that a quorum was present.



Lisa Garcia, Town Clerk